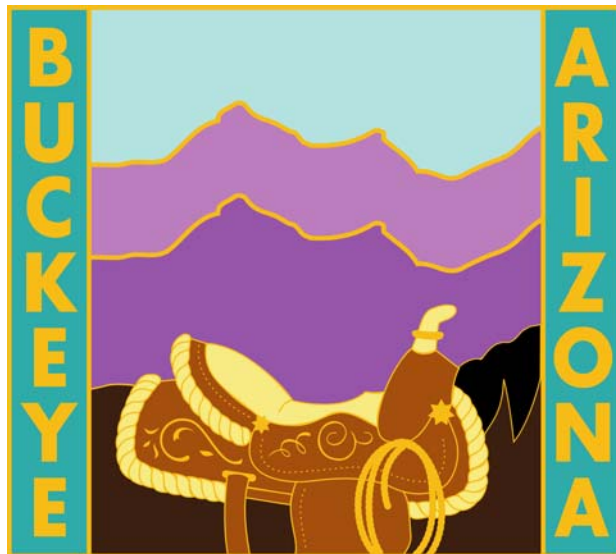


Town of Buckeye

Economic Development Catalyst Pilot Program *(Formerly 6.25 Grant Program)*



Economic Development Department
Development Services Department
530 E. Monroe Avenue
www.buckeyeaz.gov

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Pilot Program Summary and Background:

Monies for the Economic Development Catalyst Program (the “program”) are made available through the Town’s Transaction Privilege Tax. The fund is part of the Town of Buckeye’s economic development efforts and administered by the town’s Economic Development Department. These monies, other than those allocated by the Mayor and Town Council for Special Projects will be vetted through an application process by a review committee of five individuals (Town Staff) appointed by the Town Manager. It is important to note that the Economic Development Catalyst Program is a *PILOT PROGRAM* and as such, program elements and funding allocations may be adjusted as needed. Applications will be accepted during specific intervals throughout the fiscal year, and depending on available resources and/or funding, may be cancelled or reallocated upon the discretion of the review committee and / or upon the direction of the Mayor and Town Council.

The main goal of the PILOT program is intended to promote funding for Special Projects, Economic Development expansion and enhancement, Technical Assistance, and Workforce Development opportunities in the following areas:

- 1) **Special Projects (30% fund allocation)** to be used for Mayor and Council driven projects allowable in the Ordinance (#28-10).
- 2) **Business Expansion and Enhancement (40% fund allocation)** provides for rehabilitation of existing commercial, industrial or mixed use properties by offering up to \$25,000 toward improvement costs. All commercial, industrial, or mixed-use properties located within the municipal boundaries of the Town of Buckeye (please check with Development Services if you are unsure whether you are located within the Town of Buckeye). Improvements to a building façade, permanent landscaping, parking facilities, and other improvements necessary to bring the property up to current code compliance are permitted. This pilot program is heavily weighted on the applicant’s ability to create jobs, expand their business and increase capital investment in Buckeye and will be measured as such.
- 3) **Business Technical Assistance (20% fund allocation)** is intended to help promote home based, small, new, or existing businesses located within the Town. The pilot program will be available to assist and organically grow Buckeye businesses and entrepreneurs (please check with Development Services if you are unsure whether you are located within the Town of Buckeye). Examples of assistance to be provided may include (but not limited to) business planning, human resources, accounting, marketing, website development, strategic planning, government procurement, legal issues, organizational structure, etc. The monies allocated for this program will be awarded on a not to exceed amount and are performance based (monies will be disbursed after services are rendered). Interested parties are free to select consultants of their choice, but are highly encouraged to consider Buckeye, West Valley, and Arizona based consultants.

- 4) **Workforce Skills and Leadership Enhancement (10% fund allocation)** will reimburse Buckeye residents interested in acquiring technical skills to start a business, advance their professional skillset, employability, or who are interested in participating in the Buckeye Leadership Academy or West Valley Leadership (please check with Development Services if you are unsure whether you are located within the Town of Buckeye). The pilot program is intended to be a high value adjunct for professional and leadership skills development in hopes of engaging our future leaders and increasing the employability and skill sets of our workforce and community as a whole. These monies are also intended to provide specific workforce training opportunities to new and existing Buckeye businesses who are expanding and adding jobs. Monies may be used for reimbursement for curriculum development, equipment, and recruitment of participants, training and certification of industry needs. Businesses may utilize funds for both classroom training and webinars.

Objective:

The pilot programs described herein are intended to encourage immediate and impactful economic development assistance for projects and endeavors located within the Town of Buckeye.

The **Business Expansion and Enhancement** pilot program encourages owners of existing commercial, industrial, or mixed use properties to rehabilitate and invest in structures located within the town of Buckeye. The purpose of the program may include preserving significant historical, architectural or cultural aspects of the building; improve the aesthetics of property; as well as to bring properties up to current building and development code standards. Such rehabilitation can eliminate slum and blight, and promote commercial redevelopment activities, improve the aesthetics of the built environment and enhance the overall quality of life for Buckeye Residents. The cornerstone of this program is to grow jobs, retail sales tax revenues, and increased assessed valuations.

Operation (Business Expansion and Enhancement Pilot Program Only):

The Business Expansion and Enhancement pilot program reimburses a property owner for pre-approved work completed up to a maximum of \$25,000. Applicants requesting over \$10,000 shall be required to provide a twenty-five percent (25%) match of the requested funds. No match is required if requested funds are \$10,000 or less. However, matching funds are encouraged and applicants who are willing to provide matching funds shall be given additional consideration during the review and approval process. Other considerations such as number of jobs created or retained as well as sales tax revenue generation may also be considered in lieu of matching.

Eligibility:

Use of Funds (Business Expansion and Enhancement Program Only):

Qualifying work includes improvements to the exterior of buildings such as painting, cleaning, tuck pointing, façade repair, window repair or replacement, and repair or replacement of signage, as well as other permanent improvements to the property consistent with the architectural design and exterior integrity of the building. Other eligible uses may include permanent landscaping, rear access renovation, pavement of parking or walkways associated with the property, or any other improvements required to bring a building to code are also eligible (such as fire sprinklers, electrical, etc.).

Additions and expansions to buildings that will benefit the overall appearance of the property may also be eligible. Soft costs such as legal, architectural, engineering and other professional services are eligible for funding; however, the main objective of the program is to complete the actual material renovation of the property.

All plans shall be approved by the Development Services Department prior to any construction occurring. If construction has already commenced, the property shall be deemed ineligible to receive funds from this program.

Program funds are intended to be used for long-term property and building rehabilitation which currently, or are planned to house revenue generating businesses (i.e. retail, professional services, manufacturing, warehouses, restaurants, hotels, etc.). Upon approval and completion of all required work, ownership of the subject property must remain the same for a term not less than sixty (60) months after the issuance of the Letter of Completion. If, for any reason, the property changes ownership, the grant awardee (applicant) shall be responsible for repayment of a pro-rata share of the funds awarded. This only applies to funds disbursed by the program and does not consider private or “matching” funds by the applicant.

Bid requirements are as follows:

<u>Amount</u>	<u>Requirements</u>
Less than \$4,999	No quotes needed but encouraged.
From \$5,000 to \$14,999	Three (3) verbal quotes required with documentation of such verbal quotes.
From \$15,000 to \$25,000	At least three (3) written quotes required.

Quotes and bids should be submitted with the application. If this deadline cannot be met, the Review Committee will make reasonable accommodations, but applicants must understand that delays may result in the expenditures of funds from this pilot program allocation. If Approved by Mayor and Council a Notice to Proceed will not be issued

until bids are received. Awardee shall have 30-days to produce bids after notification of award. If bids are not received within the specified time period, applicant shall lose the award. All bids must include detailed specifications of the scope of work to be performed and materials to be used. A notarized Affidavit of Declination may replace up to two (2) of the three (3) required bids.

Funds may not be used for working capital, acquisition of property, equipment or inventory, or the refinancing of existing debt or private funding.

Eligibility for Program Participation (Business Expansion and Enhancement Program Only):

Eligible property shall be located within the corporate limits of the Town of Buckeye, and zoned commercial, industrial, or mixed-use. A person, corporation, association or other legal entity holding fee simple title to the property is eligible to apply for funds. The application may be made directly by the property owner or by an agent authorized in writing to act on behalf of the property owner. If the real property is under joint ownership, the application must be on behalf of or with the authorization of all of the owners of the real property.

The property must meet all Town of Buckeye Building and Development Codes upon completion of work. In the event that a violation is present, correction of the violation must be made prior to disbursement of funds. *Thus the funds for the program will be disbursed AFTER the completion of the work and all applicable approvals issued by the town (i.e. including but not limited to the Certificate of Occupancy).* If these funds are for professional services rendered, they will be disbursed after the completion of the work performed.

Work shall not be initiated before Town Council approval of the project funding and the issuance of a Notice to Proceed from the Town of Buckeye's Development Services Department. After the program documents are signed and the issuance of a Notice to Proceed, the project must commence within 30 calendar days. The applicant must complete the project by completion of the same fiscal year when program documents are signed (fiscal year ends June 30th of every calendar year).

Design (Business Expansion and Enhancement Program Only):

When funding is requested for exterior property improvements, the exterior designs should be in concert with the integrity of the property, architectural style, and historical character and aspects (if applicable); compatible with neighboring structures and uses; and of a quality that suggests the improvements will last for a reasonable period of time. All improvements must be reviewed and approved by the Town of Buckeye and all necessary building permits must be secured prior to construction.

Availability of Funds:

Applications for the Pilot Programs will be accepted and reviewed after the application period has closed (currently Sept. 24 -Oct. 24, 2012). Since this is a series of pilot programs, additional application periods may occur in early 2013. Once all budgeted funds for the fiscal year are committed, no further applications will be accepted at any time. Furthermore, funding allocation for the pilot program pillars are not guaranteed and may be reallocated for other pilot program areas or special projects.

Matching Fund Requirements:

For the **Business Expansion and Enhancement Pilot Program**, eligible applicants and projects may receive reimbursement upon completion of approved work of \$10,000 with no matching funds and up to \$25,000 with matching funds (25% required). For the purpose of this program, a commercial, industrial, or mixed-use property shall be any use or property described as such in the Town of Buckeye Development Code.

For the **Business Technical Assistance and Workforce Skills and Leadership Programs**, eligible applicants may receive reimbursement of approved work of up to \$5,000 with no matching funds and up to \$10,000 with matching funds (25% required).

Application Procedures and Project Selection Criteria (All Programs):

The five member Application Review Committee will provide marketing and outreach for the programs including conducting the preliminary project evaluations to insure that projects meet the minimum eligibility requirements for these pilot programs. Applicants whose projects do not meet the minimum eligibility requirements will be so advised and every effort will be made to work with those applicants seeking additional assistance.

Application Process: - For All Programs

1. The Economic Development and Development Services Departments will provide the initial review of the application as follows:
 - Review of the application for completeness, adherence to the program requirements, and merits of the proposed project as it relates to the program objectives and priorities.
 - Contact applicants that materials have been:
 - i. Received
 - ii. Provide necessary feedback for any additional materials needed
2. Completed applications will be date stamped and will be forwarded to the five member review committee after the application closing date of October 24, 2012 (5:00 p.m.). The review committee will vet all applicants and provide feedback on or before October 31, 2012. Depending on the volume, this date may change, but ALL applicants will be notified as to any modifications in the review timeline.

3. It may be expected that applicants present at the merits of their respective projects to the Review Committee and / or the Mayor and Council in a Council Workshop and / or regular meeting. All efforts will be made to streamline the approval process so that the Mayor and each councilmember will have the opportunity to speak individually to applicants whose business, proposed business, or residence resides in their districts
4. The Mayor and Town Council reserve the right to suspend the program at any time, for any reason.
5. Approval is given by the Mayor and Council and staff will then provide a Notice to Proceed to the each Applicant.

Compliance Process and Procedures for Reimbursement (Business Expansion and Enhancement Programs Only):

- All work must be completed in accordance with the Town of Buckeye Building and Development Codes
 - If your project requires a building permit you may also be subjected to supply the following materials:
 - Site Plan, drawn to scale (3 copies – 24 x 36 and 3 copies of 11 x 17)
 - Color Elevations, drawn to scale (3 copies of 11x17)
 - If your project is an infill project and requires new construction/development you will be subject to the Site Plan Process; which requires public participation meetings and approval from the Development Board.
- The applicant must secure any and all necessary building and development permits from the Town.
- Upon completion of all construction, the applicant will be required to complete all Town Building Safety and Fire inspections necessary before the issuance of a Certificate of Occupancy, or other appropriate permits/licenses.
- The applicant shall submit all documentation of project expenditures, which shall include copies of all paid bills, cancelled checks, contractor lien waivers if applicable, and receipts, for reimbursement consideration.
- Upon submission of expenditure documentation, an appropriate Department staff member or designee will conduct a program compliance inspection of the site to ensure completion of the eligible work in accordance with the approved application. This inspection does not replace required Building Safety inspections nor does the Building Safety inspection replace the program compliance inspection.
- After completion of the program compliance inspection, the Town will process the reimbursement award and issue a letter of completion.

Compliance Process and Procedures for Reimbursement (Business Technical Assistance and Workforce Skills and Leadership Programs Only):

- All consulting work and activities must be completed prior to reimbursement
 - If your project requires advance payment for engagement of consultants, tuition, etc. the client is responsible for such payments.
 - Monies will be reimbursed based upon the following criteria:
 - All receipts and finished products are available for review by town staff to ensure compliance to the program priorities and guidelines.
 - Tuition and fees payable to educational institutions will be reimbursed upon the completion of the program(s). A certificate of completion, documentation of attendance, and / or a report card will be required. Town staff reserves the right to contact each institution to verify participation in applicable courses as “satisfactory”. In the event the applicant is unable to complete the course / program for extenuating circumstances, Town staff will make every effort to work with the applicant and attempt to come up with alternate solutions.
 - Applicants are free to choose consultants of their choice, however, it is highly encouraged that applicants consider Buckeye based consultants, those located in the West Valley, Metropolitan Phoenix, and Arizona in that order. It is incumbent upon the application to research local consultants, their qualifications, pricing, etc.
 - All engagements and contracts between the applicant and consultant are between the two parties and are completely independent of the Town. Award letters issued by the Town will be made available on the applicant’s behalf for negotiating purposes. Any disputes arising between the consultant and the applicant are solely between the two parties executing the agreement and the Town will not be held liable whatsoever. Town staff will attempt to assist and mediate between the two parties for successful resolution. All consulting engagements and contracts must specify the desired outcome, deliverable, and “not to exceed” amount. Any costs above and beyond the grant award will be the responsibility of the applicant.
 - All consultants must have a business license in order to operate in Arizona and within the Town of Buckeye.
- The applicant shall submit all documentation of project expenditures, which shall include copies of all paid bills, cancelled checks, and receipts, for reimbursement consideration. These monies must not exceed the amount as specified in grant award. If these monies do exceed the amount, those costs will solely be the responsibility of the Applicant.
- Upon submission of expenditure documentation, a designated town staff member or designee will conduct a program compliance inspection for eligible work in accordance with the approved application.
- After completion of the program compliance inspection, the Town will process the reimbursement award and issue a letter of completion.

Application Acceptance Timetable

Applications for the Town of Buckeye Economic Development Catalyst Pilot Program will be accepted between September 24, 2012 and October 24, 2012 (5:00 p.m.).

Applications will be initially screened in the order they are received and can be sent via e-mail (lbecker@buckeyeaz.gov), faxed to (623) 349-6099, mailed, or date stamped at the Development Services Customer Service Center located at Town Hall.

The Town Council has allocated a total of \$565,000 for the program in the 2012/2013 fiscal year. Should the total requests included in eligible applications exceed this amount, the applications that receive the highest rankings will be given first consideration for funding. Eligible projects that do not obtain funding may be resubmitted during the next application period (predicated on additional application periods, funding availability, etc.). Future application periods will be dependent upon the amount approved by the Council each year in its annual budget.

Applicants will be notified within two business days via e-mail that their application has been received. Furthermore, staff will vet the completeness of the application and provide any other salient information to the applicant. It is incumbent on the applicant to provide a strong case for their request. During the application process, in NO WAY will staff score the application nor will staff be able to provide any perceived or real insight as to competing information / applications.

All applications received by 5:00 p.m. on October 24, 2012 will be scored between that time and approximately October 31, 2012. It is the intent of the review committee to provide constructive feedback and rationale for scoring projects as they are presented. There may be cases where additional information will be needed from applicants which may require further considerations. The review committee will forward all recommendations to the Mayor and Town Council so that they may also vet questions and considerations with each of their applicants who do business, will do business, or reside in their respective districts.

Dates (Approximate)	Outcome
September 24, 2012 – October 24, 2012 (5:00 p.m.)	Applications Open for submittal. Staff will provide information and work with applicants as appropriate to ensure completeness of each submission. NO SCORING will take Place during this time.
October 24, 2012 – October 31, 2012 (*note, based on application volume, this date may change).	Town Manager appointed Review Committee convenes and scores all applications. Recommendation matrix developed and forwarded to Mayor and Council on October 31, 2012. All applicants notified of their scoring and status.
November 1, 2012 +	Applicants may be asked to provide additional information and information presented to Mayor / Council Workshop (for presentations on more intrinsic project proposals) or Regular Meeting for approval – notice to proceed.

Application Ranking and Scoring Criteria – Business Expansion and Enhancement Pilot Program

Only those points applicable to the Application will be considered. Some examples include the following and should be detailed as much as possible in project narrative. The following considerations will be given to Applicants for the Business Expansion and Enhancement Program Only (Note: Not all examples are relevant to all situations):

- Relocate business operation to Buckeye (0-10 points)
- Create Jobs / Economic Impact (0-20 points)
 - Retention or creation of jobs, generation of new sales tax revenue, providing products or services not presently available.
- Demonstrate proper rehabilitation techniques (0-10 points)
- Substantially improve the visual appearance of the streetscape (0-10 points)
- Undertake critically needed improvements, reconstruction, construction and maintenance of properties. (0-10 points)
 - Will the proposed project:
 - a) Contribute toward stabilization of an existing building and the probability of its long-term viability, or
 - b) Will it help make possible the construction of a new building?
- Leverage the maximum investment of private funds to rehabilitate, develop, maintain, preserve and protect properties. (0-20 points)
- Increase the potential revenue generation (i.e. sales / property tax valuation) of properties (0-20 points)

Total Points Possible: 100

Applications for grants of more than \$10,000 require a match of twenty-five percent (25%). These points will be awarded based on amounts invested in the project over and above the amount of the grant, or the grant plus match if the amount is more than \$10,000.



Town of Buckeye Business Expansion and Enhancement Pilot Program Application

Applicant/Business Name: _____ Property/Building Owner: _____
Project Address/Location: _____
Current Zoning District: _____ Parcel Number(s): _____
Year Purchased: _____ Year Built: _____
Name of Tenant: _____ Lease Expiration Date: _____

Total Anticipated Budget: _____

Total Anticipated Financial Request: _____

Will this project require any Town permits? ____Yes ____No

Please describe: _____

(For permit information, please contact the Town of Buckeye at (623) 349-6200)

If you are not the building owner, do you have permission from the building owner to make the described improvements? ____Yes ____No

Estimated start date _____

Estimated completion date _____

Applicant Name: _____

Company/Business: _____

TOB Business License Number: _____

Phone: _____ Fax: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Contractor: _____

Company: _____

AZ/Buckeye License Number: _____

Phone: _____ Fax: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Development Services Department

530 E. Monroe Avenue, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222

***Site Plan may be required**



Town of Buckeye Business Expansion and Enhancement Pilot Program Application

Project Narrative: (provide additional sheets as needed)

[illegible]

Description of Work: (provide additional sheets as needed)

[illegible]

Development Services Department

530 E. Monroe Avenue, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222



Town of Buckeye

Business Expansion and Enhancement Pilot Program Application

BUDGET
(anticipated)

ACTIVITY	ESTIMATED COST	SOURCE (Please indicate either Award or Private)
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL ANTICIPATED AWARD:		\$

PLEASE ATTACH THREE (3) COMPARABLE WRITTEN QUOTES FOR PROJECTS FROM \$15,000 TO \$25,000 OR DOCUMENTATION OF THREE VERBAL QUOTES FOR PROJECTS FROM \$5,000 TO \$14,999. (Quotes for grant requests less than \$5,000 not required but are encouraged)

Development Services Department

530 E. Monroe Avenue, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222



Town of Buckeye
Business Expansion and Enhancement
Pilot Program Application

PLEASE ATTACH A 8.5" X 10" (or smaller) COLOR PICTURE OF EXISTING BUILDING/PROPERTY:

Development Services Department

530 E. Monroe Avenue, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222



Town of Buckeye Business Expansion and Enhancement Pilot Program Application

The Town of Buckeye will review all Applications. Awards are approved at the sole discretion of the Mayor and Town Council.

I, _____, hereby make an Application to the Town of Buckeye for Business Expansion and Enhancement Pilot Program Award in the anticipated amount of \$ _____. I understand that the Town must approve my Application. I further understand that these monies are NOT GUARANTEED and if I fail to meet any of the rules, regulations, or guidelines outlined in the Economic Development Catalyst Pilot Program Process Guide, I forfeit the right to receive reimbursement for any and all work performed on my property. If approved, I understand that all work performed must be in compliance with all Town of Buckeye Building and Development Codes, as amended.

Applicant Signature

Date

Property Owner Signature

Date

Please return the completed Application to:
Town of Buckeye Phone: (623) 349-6211
530 East Monroe Avenue Fax: (623) 349-6222
Buckeye, AZ 85326

FOR OFFICIAL USE ONLY

Approval:

Development Services Director

Date

Economic Development Manager

Date

Town Manager

Date

Application Ranking and Scoring Criteria – Business Technical Assistance and the Workforce Skills and Leadership Enhancement Pilot Programs

Only those points applicable to the Application will be considered. Some examples include the following and should be detailed as much as possible in the project narrative. The following considerations will be given to Applicants for the Business Technical Assistance / Workforce Skills and Leadership Enhancement Pilot Programs (Not all are relevant to all situations):

- Start and / or grow a Businesses in Buckeye (0-10 points)
- Create Jobs / Economic Impact (0-10 points)
 - Retention or creation of jobs, generation of new sales tax revenue, providing products or services not presently available.
- Address issues which impact business livelihood, viability, growth, ability to diversify, adding new customers, etc. (0-10 points)
- Increase professional and leadership skills for existing residents, business owners, and entrepreneurs. (0-10 points)
- Leverage the maximum investment of the program to be combined with private funds, scholarships, loans, etc. (0-15 points)
- Germinate entrepreneurs as viable business people (0-10 points)
 - Does the project propose the development of a business / entrepreneurial plan to form and grow a revenue producing business in Buckeye?
- Assist the growth of home based business in Buckeye (0-5 points)
- Utilize consultants in Buckeye, the West Valley and Greater Phoenix (0-10 points).
- Create jobs or expand business lines by training / retraining employees (0-10 points)
- What experience and specific skills enhancements do you anticipate acquiring through the application? How will this help your career, salary, business, or quality of life? (0-10 points)

Total Points Possible: 100

Eligible applicants may receive reimbursement of approved work of up to \$5,000 with no matching funds and up to \$10,000 with matching funds. Applications for grants of more than \$5,000 require a match of twenty-five percent (25%). These points will be awarded based on amounts invested in the project over and above the amount of the grant, or the grant plus match up to \$10,000.



Town of Buckeye

Business Technical Assistance / Workforce Skills and Leadership Pilot Program - Application

Applicant Name: _____ Business Name*: _____

Business / Residential Address: _____

Phone Number: _____ E-mail Address: _____

Years In Business*: _____ Nature of Business* (NAICS CODE) _____

Number of Employees*: _____ Annual Sales *: _____

**= if applicable*

Total Anticipated Budget: _____

Total Anticipated Award Request: _____

Estimated start date _____

Estimated completion date _____

Consultant / Institution: _____

Company/Business: _____

AZ/ Buckeye Business License Number*: _____

Phone: _____ Fax: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

**= if applicable*

Consultant / Institution: _____

Company: _____

AZ/Buckeye License Number*: _____

Phone: _____ Fax: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

**= if applicable*

Economic Development Department

530 E. Monroe Avenue, Buckeye AZ 85326 Phone 623.349.6970 Fax 623.349.6099



Please Use Additional Sheets if Necessary

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.[illegible]

530 E. Monroe Avenue, Buckeye AZ 85326 Phone 623.349.6970 Fax 623.349.6099



Town of Buckeye

Business Technical Assistance / Workforce Skills and Leadership Pilot Program - Application

BUDGET
(anticipated)

ACTIVITY	ESTIMATED COST	SOURCE (Please indicate either Award or Private)
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL ANTICIPATED AWARD:		\$

Economic Development Department

530 E. Monroe Avenue, Buckeye AZ 85326 Phone 623.349.6970 Fax 623.349.6099



Town of Buckeye Business Technical Assistance / Workforce Skills and Leadership Pilot Program - Application

The Town of Buckeye will review all Applications. Awards are approved at the sole discretion of the Mayor and Town Council.

I, _____, hereby make an Application to the Town of Buckeye for an Economic Development Catalyst Program. This application includes the Business Technical Assistance and/or Workforce Skills and Leadership Enhancement Program Award in the anticipated amount of \$_____. I understand that the Town must approve my Application. I further understand that monies are NOT GUARANTEED and if I fail to meet any of the rules, regulations, or guidelines outlined in the Economic Development Catalyst Pilot Program Process Guide, I forfeit the right to receive reimbursement for any and all work performed for my business or professional development. If approved, I understand that all work performed must be in compliance with all guidelines specific to my Award.

Applicant Signature

Date

Property Owner Signature (if applicable)

Date

Please return the completed Application to:
Town of Buckeye Phone: (623) 349-6970
530 East Monroe Avenue Fax: (623) 349-6099
Buckeye, AZ 85326

Program Summary:

NOTE: ALL APPLICATIONS RECEIVED MAY BE SUBJECT TO PUBLIC RECORDS DISCLOSURE

- Program Budgeted for a Total of \$565,000 in FY 2012-13
- Process and Stipulations Reside in Ordinance #28-10 (See Appendix 1)
- Applications Open September 17 – October 17 for all Pilot Programs
- A Five Person Review Committee (Staff) Appointed by the Town Manager will Vet Applicants and Inform Applicants of Their Results by October 31, 2012.
- Review Committee will Meet and Provide Results Matrix to the Mayor and Council Prior to Formal Applicant Consideration.
- Mayor and Council can Concurrently Identify, Consider, and Approve Special Without Review Committee Consent at ANYTIME (Special Projects Pillar).
- Project Applicants May be Requested to Provide Additional Information at Any Time and Be Prepared to Present Their Request at a Town Council Meeting / and or Workshop.
- Town Prepares Application Forms and Scoring for Submittal
- Any Person or Entity May Apply For Funds
- If Application For Funding Requests Are Generated by Outside Parties, Requests are Reviewed and Forwarded to Mayor and Council For Approval, Rejection, or Modification
- Programmatic Elements and Funding Allocations Defined by Program Pillar May be Adjusted at Any Time
- Program Pillars Include:
 - Special Projects – Discretionary by the Mayor and Town Council
 - Business Enhancement and Expansion – Pilot Program – Review Committee
 - Business Technical Assistance – Pilot Program – Review Committee
 - Workforce Skills and Leadership – Pilot Program – Review Committee

Program Matrix (Representative Example)

Program Pillar	Special Projects	Business Expansion and Enhancement (BEE) - Pilot	Business Technical Assistance (BTA) - Pilot	Workforce Skills and Leadership Enhancement (WSLE) - Pilot
Allocation % and Amount*	30% = \$169,500	40% - \$226,000	20% = \$113,000	10% = \$56,500
Program Examples (Not all Inclusive ; for Illustrative Purposes Only)	Community Events	Incubator / Co-working Facility	Marketing	Professional Development
	Tourism Promotion	Utility Relocation for Expansions	Strategic Business Planning	Leadership Classes
	Slum & Blight Elimination	Code Compliance	Accounting / Financial	Entrepreneurial Assistance
	Landscaping	Physical Expansion	Human Resources	Technical Skillsets
	Land Acquisition	Lighting	Procurement	Career Options / Coaching
	Streetscape / Signage	Rehabilitation	Legal	Retraining Assistance

APPENDIX A

**ORDINANCE
NO: 28-10**

**AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF
THE TOWN OF BUCKEYE, ARIZONA, PROVIDING
DEFINITIONS AND PROCEDURES FOR THAT PORTION OF
THE TRANSACTION PRIVILEGE TAX ALLOCATED AND
DESIGNATED AS ECONOMIC DEVELOPMENT FUNDS AND
DECLARING AN EMERGENCY.**

WHEREAS, the Mayor and Council of the Town of Buckeye (the “Town Council”) adopted Ordinance No. 26-10 on September 21, 2010, relating to, among other things, the designation and allocation of a portion of the revenue received from the State of Arizona Department of Revenue on or after July 1, 2011 from the transaction privilege taxes levied as approved in Ordinance No. 26-10 as the “Economic Development Fund(s)”; and

WHEREAS, Ordinance No. 26-10 provides that the Town Council shall, by ordinance, prescribe the definitions and uses of the Economic Development Funds;

WHEREAS, the Town Council desires to establish the definitions and uses of the Economic Development Funds in accordance with the requirements of Ordinance No. 26-10; and

WHEREAS, the Town Council has determined that it is necessary for the preservation of the peace, health and safety of the Town that this Ordinance takes effect immediately, and that an emergency therefore exists.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BUCKEYE, ARIZONA, as follows:

Section 1. Economic Development Funds shall be used for public purposes as permitted by law and this Ordinance and may be paid, spent, allocated, loaned, granted, or otherwise used by the Town Council, in its sole and absolute discretion, for Economic Development Purposes for areas located within or benefitting the annexed Buckeye Municipal Planning Area (the “Buckeye MPA”).

Section 2. For purposes of this Ordinance, Economic Development Projects shall mean any construction, acquisition, planned expenditure or other activity related to or accomplishing a specific Economic Development Purpose.

Section 3. For purposes of this Ordinance, Economic Development Purposes shall mean those public purposes as determined by the Town Council from time to time, in its sole and absolute discretion, which enhance the general health, safety and welfare of the Buckeye MPA, including, but not limited to, the following:

- (a) Qualitative Economic Development Projects;
- (b) Enhanced Town services;
- (c) Elimination or removal of nuisances, dilapidated buildings or facilities;
- (d) Enhanced or additional parking, lighting, pedestrian walkways, landscaping, open spaces or streetscapes;
- (e) Theme or public signage and restoration or improving building facades needed to accomplish a public purpose such as to eliminate slum or blight conditions;
- (f) Improving public infrastructure, including, but not limited to, water and sewer systems and streets;
- (g) Relocation of utilities;
- (h) Marketing and other professional services focusing on economic, commercial, employment and recreational activities or opportunities all of which accomplish a public purpose;
- (i) Acquisition of land or other interests in property necessary for Economic Development Projects;
- (j) Retention of professional services or personnel related to Economic Development Projects; and
- (k) Such other lawful expenditures related to enhancing economic development in the Buckeye MPA.

Section 4. The Town Manager, or authorized designee, shall establish application guidelines and procedures and shall prepare application forms to be utilized by the Town or any person or entity applying for Economic Development Funds.

Section 5. The Town Manager may submit to the Town Council, on the Town's behalf, requests for Economic Development Funds for the payment of the reasonable costs of one or more Economic Development Projects which will be directly managed, controlled, supervised or performed by the Town.

Section 6. Requests by a party other than the Town Manager for Economic Development Funds shall be submitted in writing to the Town Manager, or authorized

designee, and shall be in substantial compliance with the requirements of the application guidelines and procedures established by the Town. The Town Manager or authorized designee shall review such requests and, upon the Town Manager's determination that the written application is in substantial compliance with the Town requirements, will forward a recommendation for approval or rejection to the Town Council. The Town Council may approve, reject or modify, in its sole and absolute discretion, any request for Economic Development Funds.

Section 7. The Town Manager, or authorized designee, may submit proposed Economic Development Projects that further the purpose of this Ordinance through the annual budget process and/or other times as necessary.

Section 8. If any provision of this Ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision of portion hereof shall be deemed separate, distinct, and independent of all other provisions and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 9. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 10. In order to preserve the peace, health and safety of the Town, an emergency is hereby declared to exist and this Ordinance shall become effective upon the date of its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Buckeye, Arizona, this 21st day of 2010.